

LOWER MAKEFIELD TOWNSHIP
Stormwater Management
Program
Credit and Appeals Manual



Lower Makefield Township
Bucks County, Pennsylvania

Last Modified: February 2026

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Abbreviations

BMP	Best Management Practice
IA	Impervious Area
MS4	Municipal Separate Storm Sewer System
SMP	Stormwater Management Program

1.0 INTRODUCTION

This Manual provides Lower Makefield Township's Stormwater Management Program (SMP) customers with details on the Credits available to reduce their annual SMP Fee. Credits are provided as a means for customers to reduce the amount of their fee by implementing a Creditable Best Management Practice (BMP) to reduce the contribution of stormwater and pollutants to the Stormwater Management System and/or to aid in meeting Municipal Separate Storm Sewer System (MS4) Permit obligations.

Stormwater management is important to our community. It is necessary to manage Stormwater Runoff generated by Impervious Surfaces because it carries pollutants that can degrade the quality of natural waterways. In addition, Impervious Surfaces generate more runoff than Pervious Surfaces, which can increase the potential of flooding and associated Property damage. The Township is in the process of developing and implementing a comprehensive Program to provide enhanced stormwater management to Property Owners in the Township.

The foundation of an effective SMP is the development of a fair and equitable SMP Fee to provide for a dedicated and reliable revenue stream. Revenues generated by the SMP Fees will support the SMP and its goals to: ensure MS4 Permit regulatory compliance including Pollutant Reduction BMP implementation, improve water quality, mitigate flooding where practicable, support strategic planning for Capital Improvements, support effective infrastructure Operation and Maintenance, and promote the education of the community on practices to improve the quality of water resources.

Ordinance No. 469 of the Township of Lower Makefield, ordained and enacted as of December 17, 2025 defines, how properties within the Township will be assessed fees based upon Impervious Area (IA) coverage on the Property. All Property Owners may reduce their fee if they apply and qualify for Credits made available by the Credit policy. This Manual will provide the user with the procedures to follow in order to apply for Credits from the Township.

2.0 DISCLAIMER

By submitting a Fee Credit Application pursuant to the Credit Policy (Section 6.0), the Property Owner acknowledges and agrees that he and his heirs, grantees, successors, and assigns shall be solely responsible and liable for the Operation and Maintenance of any and all BMPs constructed, installed, or employed by the Property Owner. The Township shall not be responsible for or liable with respect to the operation and maintenance of any BMP, or any damages arising therefrom.

3.0 DEFINITIONS

Capitalized words shall have the following meaning associated with each. If a word is capitalized herein without an associated definition, the word shall have the same meaning as defined in the Township's Code of Ordinances.

Best Management Practice (BMP)

Activities, facilities, designs, measures, or procedures used to manage stormwater impacts from regulated activities, to meet state water quality requirements, to promote groundwater recharge, and to otherwise meet the purposes of this Ordinance. Stormwater BMPs are commonly grouped into one of two broad categories or measures: "structural" or "non-structural." In this Ordinance, non-Structural BMPs or measures refer to operational and/or behavior-related practices that attempt to minimize the contact of pollutants with Stormwater Runoff, whereas Structural BMPs or measures are those that consist of a physical device or practice that is installed to capture and treat Stormwater Runoff. Structural BMPs include but are not limited to a wide variety of practices and devices, from large-scale

retention ponds and constructed wetlands to small-scale underground treatment systems, infiltration facilities, filter strips, low impact design, bioretention, wet ponds, grassed swales, riparian or forested buffers, sand filters, detention basins, and manufactured devices. Structural stormwater BMPs are permanent appurtenances to the project site.

Capital Improvements

For Stormwater means new and additional Property chargeable to plant or equipment account under sound accounting or engineering practice, including, without intending to limit the generality of the foregoing, additions, extensions, alterations, and improvements of or to the Stormwater Management System, including, without intending to limit the generality of the foregoing, all buildings and structures, basins, mains, pipes, pipe lines, interceptor lines, outfall lines, trunk lines, service lines, drainage swales, drainage channels, machinery and equipment, personal property and all franchises, land, rights-of-way, privileges, easements, licenses, rights and other interests in real property, in each case made, constructed or acquired after the date hereof and which are used or useful in connection with the Stormwater Management System.

Credit

A Stormwater Management Program Fee reduction that a Property Owner receives for implementing and complying with the practices and policies contained in the Credit policy.

Credit Application

The Township Stormwater Management Program Fee Credit Application that must be used to obtain the Credit(s) described in this Stormwater Management Credit and Appeals Manual.

Design Standards

Specifications, requirements, construction sequences, and other standards that must be met for an implemented best management practice to receive Credit. Design Standards for implemented best management practices shall be in accordance with the latest edition of the Pennsylvania Storm Water BMP Manual.

Developed Parcel

A lot or parcel altered from a natural state that contains Impervious Surface equal to or greater than 300 square feet.

Engineer

Means a Person or Persons, who shall be independent and qualified to pass upon Engineering questions relating to Stormwater Management Systems and having a favorable reputation for skill and experience in construction, operation, and maintenance of Stormwater Management Systems. If such Person shall be individual, he shall be a Professional Engineer duly registered under the laws of the Commonwealth. If such Person shall be partnership, corporation or association, it shall have a partner, officer, employee, or member who is a Professional Engineer duly registered under laws of the Commonwealth.

Governing Body

The Lower Makefield Township Board of Supervisors.

Impervious Surface (Impervious Area) – A surface that prevents the infiltration of water into the ground. Supplementing the Township’s Stormwater Management Ordinance as well as the Township’s Ordinance No. 469, referenced herein, Impervious Surfaces (or Impervious Areas) shall include but not limited to: roofs; additional indoor living spaces; patios and similar structures (including those made of wood or other planks); rock, crushed stone, or aggregate of any kind; pools, ponds, and other permanent water-storage areas; garages; storage sheds and similar structures; driveways; and any new streets or sidewalks. For the purposes of this definition, structures that are elevated a minimum of eighteen (18) inches above ground level, have completely pervious material beneath the structure, and provide means

for water flow through the structure shall be considered pervious (i.e. decks or awnings). Pervious pavement and similar surfaces that are specifically designed to allow for porous Infiltration of stormwater are considered partially Impervious Surfaces in accordance with the Township's Zoning Ordinance §200-50.4. For calculation purposes, 50% of the area covered by pervious pavement shall be considered impervious while the remaining 50% shall be considered grass, in good condition, or similar cover type. Pervious pavement and similar surfaces that are specifically designed to allow for porous Infiltration of stormwater may be used if constructed and maintained in accordance with the Township's Zoning Ordinance in lieu of traditional SWM conveyance facilities, such as Inlets and pipes, in order to provide for the transmission of Stormwater Runoff to subsurface SWM Facilities; if this method of transmission is utilized, the surfaces in question are still considered partially impervious surfaces for this Ordinance and the purpose of modeling.

Infiltration

The entrance of surface water into the soil, usually at the soil/air interface.

Inlet

A surface connection to a closed drain. A structure at the diversion end of a conduit. The upstream end of any structure through which water may flow.

Municipal Separate Storm Sewer System ("MS4")

A separate storm sewer (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels or storm drains) which is all of the following:

- a) Owned or operated by a State, city, town, borough, county, district, association or other public body (created by or under State law) having jurisdiction over disposal of sewage, industrial wastes, stormwater or other wastes, including special districts under state law such as a sewer district, flood control district or drainage district, or similar entity, or a designated and approved management agency under section 208 of the Federal Act (33 U.S.C.A. 1288) that discharges to surface waters of this Commonwealth.
- b) Designed or used for collecting or conveying stormwater.
- c) Not a combined sewer.
- d) Not part of a publicly owned treatment works.

Operation and Maintenance

The associated costs of equipment and facilities, energy, manpower, materials, transportation, and services required to collect, convey, detain, pump and transport stormwater, keep equipment, infrastructure, and facilities functioning satisfactorily and economically, administer the Stormwater Management Program and shall include sums paid to defray costs of the Township's improvements and replacement to the Stormwater Management System.

Operation and Maintenance Agreement

An agreement pertaining to the Operation and Maintenance of stormwater management BMPs as approved by the Township.

Outlet

Points of water disposal from a stream, river, lake, tidewater or artificial drain.

Owner

Any person, firm, corporation, individual, partnership, company, association, government agency, society or group owning real Property in Lower Makefield Township. Owner may be referred to as "Property Owner" or "Landowner."

Peak Rate

The maximum design flow rate at which runoff from a drainage area discharges past a specific point from a specific storm event.

Pennsylvania Stormwater Best Management Practices Manual

The most recent version of the Pennsylvania Stormwater Best Management Practices Manual.

Person

An individual, firm, partnership, limited liability company, association, corporation, company, trust, government agency, society, political subdivision, municipality, municipal authority, school district, or any other group or entity.

Pervious Area

Any material/surface that allows water to pass through at a rate equal to or greater than Natural Ground Cover.

Property

Each lot, parcel, building or portion thereof, separately established by folio number on the tax rolls of Lower Makefield Township or Bucks County.

Stormwater

Drainage runoff from the surface of the land resulting from precipitation, snow, or ice melt.

Stormwater Management Ordinance

The Township's Stormwater Management Ordinance, Ordinance No. 460, adopted and enacted April 16, 2025, as amended.

Stormwater Runoff

Drainage runoff resulting from precipitation in the form of rain, snow or ice melt.

Stormwater Management Program

The comprehensive program developed and implemented by the Township to address stormwater issues, including, but not limited to, reductions in storm runoff rate and volume, improvements to water quality, compliance with state/federal regulatory permit (i.e. MS4 Permit) requirements and, to provide for the satisfactory management of the Stormwater Management System assets.

Stormwater Management System

The system of runoff avoidance, Infiltration, collection and conveyance, including storm sewers, pipes, conduits, mains, Inlets, culverts, catch basins, gutters, ditches, channels, detention ponds, streets, curbs, drains and all devices/appliances and stormwater best management practices ("BMPs") and facilities appurtenant thereto used for collecting, conducting, pumping, conveying, detaining, infiltrating, reducing, managing, avoiding the generation of, and treating, stormwater.

Structural BMPs

Structural BMPs include, but are not limited to, a wide variety of practices and devices, from large-scale retention ponds and constructed wetlands to small-scale underground treatment systems, Infiltration facilities, filter strips, low impact design, bioretention, wet ponds, permeable paving, grassed swales, riparian or forested buffers, sand filters, detention basins, and manufactured devices. Structural Stormwater BMPs are permanent appurtenances.

Township

Lower Makefield Township, Bucks County, Pennsylvania.

User Fee

Funds assessed, imposed and to be collected from each Developed Property which uses, benefits from, or is serviced by the Stormwater Management System, or discharges Stormwater, directly or indirectly, into the Stormwater Management System for the use of such system and the service rendered by, and improvement of, such system.

4.0 CREDITS AND CREDIT POLICIES

Detailed Information about applying for Credit can be found in Section 6.0 Applying for Credit.

4.1 GENERAL POLICIES

1. It is the Property Owner's responsibility to apply for Credits and supply all the required information (Attachments).
2. Credits are available based on Property classification as outlined in Section 5, Table 1.
3. The maximum amount of Credit received **shall not exceed 20%** per Property, unless a Property is granted a larger Credit under the Stormwater Partnership Credit (Section 5.8).
4. **Accounts must be current to receive Credit(s).** Credits will be revoked if an account is overdue more than 60 days. Upon becoming current, Property Owner may reapply to reinstate the revoked Credits (Section 6.0), however, notwithstanding section 4.1.7 herein, the Credit shall not be retroactive.
5. Credits will be revoked where qualified BMPs are not maintained, in accordance with the Maintenance Agreement (**Attachment B**).
6. There is a non-refundable \$25 Credit application fee, however the fee is waived until December 31, 2026. Property Owners may be required to establish an escrow account of \$1,500 for specific Credits such as new or retrofitted BMPs to cover professional services for review of the application. Any new or retrofitted BMPs will be required to follow all applicable Township Ordinances; including all applicable fees. Application fees are subject to adjustment January 1 of each year. Refer to the Applying for Credit section of this document for additional detail.
7. Approved Credits and appeals will be made effective on the following billing cycle if the determination is made 60 days prior to the next billing date. However, any Credits for BMPs fully installed as of January 1, 2026 shall have the Credit applied retroactively to that date if a Credit Application for the BMP is submitted, in full, to the Township no later than December 31, 2026. Similarly, any appeals submitted prior to December 31, 2026, will be retroactively applied to January 1, 2026.
8. The Credit Policy will be reevaluated at the discretion of the Township as new regulations pertaining to stormwater management are made available or such other times as the Township deems appropriate. Adjustments to the value of Credits may be made at that time and/or reapplication required.
9. The Township has full discretion over the Credit process.

4.2 ELIGIBILITY

To be eligible for a Credit, the Property must have been assigned a SMP Fee and there must not be any outstanding and unpaid SMP Fees against the Property. Owners must submit the appropriate Credit Application (Section 6.0) along with any documentation required by the Township.

4.3 CREDIT DETAILS

Property Owners may apply for one or more Credits, and the Credits will be cumulative up to a maximum Credit of 20% of that Property's SMP Fee. **Credit amount is proportional to the IA that drains to the BMP.**

The SMP Fee with approved Credits will be calculated as follows:

$$\text{SMP Fee} = \text{Original Stormwater Management Program Fee} \times [1 - \text{Approved Credit(s)}]$$

Example 1: A Property Owner has 10,000 sf of IA. The Owner connects half of the IA (5000 sf) to a BMP receiving 20% Credit.

$$\text{Percentage of Impacted IA} = (10,000 \text{ sf Impervious Area} / 5,000 \text{ sf Total IA}) = 50\%$$

$$\text{Approved Credits} = 20\% \text{ Credit applied to } 50\% \text{ of the Total IA} = 10\%$$

$$\text{New SMP Fee} = \text{Original SMP Fee} \times [1 - 0.10]$$

5.0 SUMMARY OF AVAILABLE CREDITS

The following section describes the available Credits that have been adopted by the Township.

Table 1. Summary of Available Credits

Credit	Eligible Property Type		Max Credit
	Tier 1	Tier 2	
Peak Rate Control / Volume Control Structural Best Management Practice	X	X	20%
Low Impact Credit	X	X	5%
Public Participation Credit	X		10%
Rain Barrel Rebate	X	X	\$100
Education Credit	X	X	10%
Downspout Disconnection	X		5%
Native Trees and Shrubs	X		10%
Stormwater Partnership Credit	X	X	TBD

5.1 PEAK RATE CONTROL / VOLUME CONTROL STRUCTURAL BEST MANAGEMENT PRACTICE

Structural BMPs that control the rate, volume, and water quality of stormwater generated on the Property are eligible for Credit. The maximum Credit for Peak Rate and volume control is 20%.

Peak Rate Control Credits for the installation of an approved control system per the Township Stormwater Management Ordinance will be eligible for up to 5% Credit for the 100-year event. This is in addition to any volume control Credit as noted below, up to the maximum permitted in accordance with this Manual.

Any system designed for volume control in accordance with the Township Stormwater Management Ordinance will be awarded up to a 15% Credit. This is in addition to any Peak Rate control noted above, up to the maximum permitted in accordance with this Manual. The system must provide for the required Water Quality Volume, which is the storage capacity needed to treat Stormwater Runoff equivalent to a minimum of the National Oceanic and Atmospheric Administration (NOAA) Atlas 14 frequency estimate for the 2-year, 24-hour storm at the time of application. Land developers shall maintain annual groundwater recharge consistent with pre-development conditions, by infiltrating an amount of runoff equal to the "Recharge Volume" (based on the average annual Infiltration rate based on the prevailing hydrologic soil groups present at a site). The recharge volume may be part of the water quality volume. Approved volume control systems may include but are not limited to infiltration basins, infiltration trenches, and rain gardens. See the Pennsylvania Stormwater Best Management Practice Manual section 6.4 for more information on the listed systems as well as other options. BMP sediment reduction effectiveness will be considered in evaluating the actual Credit percentage.

Existing BMPs can be retrofitted to provide new function and would be eligible for Credits for the existing and new functions. The Credits only apply to the IA controlled by the BMP. Peak Rate Control,

Volume Control, and water quality calculations shall be in compliance with the applicable Ordinance of the Township. Previously installed control systems may also apply for this Credit assuming they are in proper working order and are approved by a Pennsylvania licensed Professional Engineer. Credits will be prorated to the amount of IA managed relative to total IA on site.

A detailed inspection and maintenance schedule shall be developed and included with the Maintenance Agreement described within **Attachment B**. The maintenance schedule should include a detailed step by step procedure on how the control system shall be maintained in order to work in perpetuity. Include contact information of the Person responsible for the Operation and Maintenance in accordance with the Township Stormwater Management Ordinance; any changes in such contact information shall be provided to the Township within 30 days of said changes. Inspection and maintenance logs should be maintained. All control systems shall be contained within a minimum 20 ft wide Stormwater Management easement. Access to the Stormwater Management easement shall be provided from the nearest public right-of-way.

5.1.1 Maintenance Policies:

All Property Owners who receive Credits will be required to sign an Operation and Maintenance Agreement, substantially in the form attached to this Manual, which references an Operations and Maintenance Plan outlining any and all maintenance that will be required to continually qualify. The basic minimum maintenance requirements that should be listed in an Operation and Maintenance Plan include, but shall not be limited to:

- Sediment shall be removed when approximately 30% of storage volume of the facility is filled.
- Any sinkholes shall be repaired.
- Trash shall be removed.
- No woody vegetation shall be allowed to grow on embankments unless called for in the facility's design.
- Debris shall be removed from the Inlet, Outlet, and any other structures that have the potential to clog. All systems should be checked at minimum 4 times per year and within 48 hours after any major rain events of >1".
- Documentation of inspections must be submitted by July 1st of each year.
- Provide previous year's maintenance log; must be submitted by July 1st of each year.
- Control structures shall remain unaltered, intact, and function as originally designed.
- See Pennsylvania Stormwater Best Management Practice Manual for system specific inspection details.

The Township has the right to inspect all systems to ensure they are working properly. If a system is found to be operating inadequately, the Owner will be notified in writing of the deficiencies. If the Owner does not make the necessary corrections within 30 days, any and all Credits may be revoked. If Owner fails to submit annual reporting documentation by deadline listed above, Credits may be revoked.

5.2 LOW IMPACT PARCEL CREDIT

A parcel is considered a Low Impact Parcel if its total IA is less than or equal to 3% of the total parcel area. If a parcel meets this condition, it is eligible for a Credit of 5%. Parcels meeting this criteria as of the IA mapping in 2025 will have the Credit automatically applied.

5.3 PUBLIC PARTICIPATION CREDIT

Customers can apply for a stormwater Credit if they participate in Township pre-approved events that promote water quality and sound stormwater management. Credits are dependent on the type of event

and can be accrued. The Township will maintain a list of pre-approved activities that will be updated as needed.

Examples of Public Participation include:

- Environmental clean-up such as a stream or roadside.
- Tree planting in public areas
- Stormwater Education class

Credits are earned for every hour served. One (1) Credit hour is equal to a 5% Credit per billing cycle, with a maximum of 10% per billing cycle. Public Participation Credits can only be applied to the participant's primary address. Public Participation Credits are valid for one (1) year from the day of attendance and will be applied to the next annual stormwater bill.

5.4 RAIN BARREL REBATE

Installation of a rain barrel to capture stormwater from a downspout can qualify for a one time rebate of \$100. Construction and installation guidance is provided on the Township website.

5.5 EDUCATION CREDIT

Available to all private and public-school account holders recognized by the Commonwealth of Pennsylvania who provide their students through a regular and continuing program of education concentrating on stewardship of water resources. Educational programs may include participation in water resource-themed student poster session or science fair, take-home materials, classroom lessons, field trips, etc. The educational program/materials must be preapproved by the Township.

An individual school may apply for the Credit, or a school district may apply on behalf of all its schools. Eligible education institutions may be granted up to a 10% Credit.

Education Credits are valid for one (1) year but will be renewable each year the curriculum is taught.

5.6 DOWNSPOUT DISCONNECTION

The Township will grant customers a 5% Credit if all downspouts are disconnected from directly discharging into a stream, channel, stormwater inlet, stormwater conveyance pipe, driveway or other surface conveyance feature, including all IA.

Disconnected downspouts should have a minimum amount of 20 feet of separation from the nearest downgradient Impervious Surface.

5.7 NATIVE TREE AND SHRUBS

The Township will grant up to a 10% Credit for customers who have established or complete a tree planting project on their Property with native species.

Below are the minimum number of trees and/or shrubs that are needed to receive Credits. The Credit can contain any combination of trees and shrubs at a rate of 4 shrubs for 1 tree. The Credit can contain any combination of existing and new plantings. All new and existing plantings must comply with the approved species list in the Township's Approved Native Plant list (found in Chapter 178 of the Subdivision and Land Development Ordinance Attachment 1 Exhibit 1).

Number of Trees	Credit
5	5%
10	7.5%
15	10%

To maintain Credit, approved participants must submit annual documentation by December that complies with the Owner's Operation and Maintenance plan. The Township reserves the right to conduct a site visit to verify compliance.

5.8 STORMWATER PARTNERSHIP CREDIT

Customers are encouraged to propose other means to improve their Property and our community through the use of innovative stormwater technologies. If a stormwater customer has an idea for a project that could be worth stormwater Credits, the Township encourages the customer to submit the project idea under the Stormwater Partnership Credit. Credit will be based upon benefit analysis by the Township, in the Township's sole discretion, demonstrating actual cost reduction to be realized by the Township.

6.0 APPLYING FOR CREDIT

The following section describes how to apply for Credits that have been adopted by the Township.

6.1 PRE-APPLICATION MEETING AND FIELD REVIEW

A number of proposed Credits will require a pre-application meeting and/or a field review with the Township. All Owners interested in installing a new BMP or retrofitting an existing BMP should submit the Pre-Application Meeting Request form provided in **Attachment C** to the Township. The Township will contact the Owner to schedule a mutually agreeable meeting date and time or provide notification if the specific installation does not necessitate a pre-application meeting.

6.2 DESIGN STANDARDS

All proposed BMPs shall comply with the applicable Design Standards set forth in the municipal ordinances for which the Property is located and Pennsylvania Stormwater Best Management Practices Manual including, but not limited to, the use of appropriate professionals, such as Professional Engineers, Professional Geologists, Landscape Architects, Soil Scientists, etc. when required. When applicable, karst hazards, soil investigations, Infiltration testing, or other pertinent site-assessment activities should be conducted.

6.3 CREDIT APPLICATION

In order to receive Credit, all Property Owners must follow the subsequent application process.

Materials can be mailed to the Township or delivered to the Township at the following address:

1100 Edgewood Road

Yardley, PA 19067

Attn: Stormwater Management Credit Administrator

Properly submitted applications will be reviewed by the Township within 60 days of submission, which time may be extended by the Township, in the Township's sole and reasonable discretion. The applicant will be notified in writing whether or not the Credits applied for were approved. Unapproved applications will have 60 days to resubmit before their application is terminated. Approved applicants will receive a letter along with any applicable Credit agreements that must be signed and returned to the Township within 60 calendar days (failure to do so will terminate the Credits).

The following documentation must be submitted for each respective Credit requested and for an application to be reviewed:

6.3.1 Peak Rate/Structural Best Management Practice Credit:

1. Completed Credit Application form signed by the Property Owner.
 - a. Application forms are available in **Attachment A**, online at the Township website, and at the Township office (located at the address listed above).
2. Photographs of the Property showing layout, Inlets, Outlets, etc.
3. Owner's Operation and Maintenance Plan.
4. Record of maintenance undertaken. (Existing facilities only)
5. Application fee where pertinent.
6. For some applications, a \$1,500 Escrow must be established to cover professional services related to review and processing of the application. The Township shall advise if such an escrow is applicable. If at any time funds are drawn below \$500 the escrow account must be replenished for the application review to proceed. Larger escrow amounts may be required for larger applications with multiple BMPs for review.

7. The Township has the right to require submission of design documentation, as-built or construction drawings, and an Engineering analysis from a Pennsylvania licensed Professional Engineer. Notification of this requirement will be provided in response to the Pre-Application Meeting Request.
8. The Township has the right to require documentation from a licensed Engineer that the facility is in proper working order. (Existing facilities only).
9. Additional documentation may be required at the request of the Township.

6.3.2 Low Impact Credit (where Credit was not automatically applied):

1. Completed Credit application form signed by the Property Owner.
 - a. Application forms are available in **Attachment A**, online at the Township website, and at the Township office (located at the address listed above).
2. Application fee where pertinent.
3. Documentation of changes made to Property resulting in Low Impact Credit qualification.
4. Additional documentation may be required at the request of the Township.

6.3.3 Public Participation Credit

1. Completed Credit Application form signed by the Property Owner.
 - a. Application forms are available in **Attachment A**, online at the Township website, and at the Township office (located at the address listed above).
2. Proof of attendance (e.g., confirmation email, event agenda, etc.).
3. Additional documentation may be required at the request of the Township.

6.3.4 Rain Barrel Rebate

1. Completed Credit Application form signed by the Property Owner.
 - a. Application forms are available in **Attachment A**, online at the Township website, and at the Township office (located at the address listed above).
2. Proof of rain barrel purchase and installation.
3. Site visit from municipal staff to ensure proper installation.
4. Additional documentation may be required at the request of the Township.

6.3.5 Education Credit

1. Completed Credit Application form signed by the Property Owner.
 - a. Application forms are available in **Attachment A**, online at the Township website, and at the Township office (located at the address listed above).
2. Application fee where pertinent.
3. Copy of educational materials/plans
4. Additional documentation may be required at the request of the Township.

6.3.6 Downspout Disconnection

1. Completed Credit Application form signed by the Property Owner.
 - a. Application forms are available in **Attachment A**, online at the Township website, and at the Township office (located at the address listed above).
2. Evidence of disconnection; including photographs and measurements.
3. Site visit from municipal staff to ensure proper disconnection.

6.3.7 Native Tree & Shrubs

1. Completed Credit Application form signed by the Property Owner.
 - a. Application forms are available in **Attachment A**, online at the Township website, and at the Township office (located at the address listed above).

2. Documentation verifying that the plantings are native species from the approved list outlined in the Township's Approved Native Plant list (found in Chapter 178 of the Subdivision and Land Development Ordinance **Attachment 1 Exhibit 1**).
3. Verification that each planted tree is at least one (1) inch Diameter Breast Height (DBH) and that each planted shrub is in at least a 3-gallon container at the time of planting.
4. Applicants must sign an owner's operation and maintenance plan in accordance with the maintenance schedule.

6.3.8 Stormwater Partnership Credit:

1. Pre application meeting(s) must be conducted before Credit Application submission.
2. Completed Credit Application form signed by the Property Owner.
 - a. Application forms are available in **Attachment A**, online at the Township website, and at the Township office (located at the address listed above).
3. Application fee where pertinent.
4. Documents discussed during pre-application meeting(s).
5. Additional documentation may be required at the request of the Township.

7.0 APPEALS

The following section describes the appeal options that have been adopted by the Township.

7.1 APPEAL IMPERVIOUS AREA ASSESSMENT

If a Property Owner feels that their IA estimate is incorrect, they may appeal it. Similarly, any Property owner who believes stormwater fees have been assessed for a parcel they do not own shall notify the Township. Note that review of the IA may cause the assigned estimate to increase as a result of the appeal.

Appeal forms are available in Appendix D, online at the Township website, and at the Township office. There is no processing fee for appeal applications. Materials can be mailed or personally delivered to the Township office. Within 60 calendar days of being received, the Township will contact the owner with information about the status of the application as well as instructions about how to proceed. Questions about a given IA assessment can be made by contacting staff at the Township office during regular business hours.

7.2 OTHER APPEALS

No other assessment appeal process has been adopted by the Township.

ATTACHMENT A – CREDIT APPLICATION

Stormwater Management Credit Application Instructions

1. This form is provided to Stormwater Management customers who believe they qualify for an approved Stormwater Management Credit. Customers should review the Credit Manual for eligibility requirements for Credits.
2. Please fill out all sections on the first page of the form, except for the last section marked "For Township Use Only". Please fill out all applicable sections on pages 1 and 2 related to the Credits you are applying for.
3. You may attach supporting documentation to the form. Please note that any submitted documentation will not be returned to the customer. Please mail completed form to:

Lower Makefield Township
1100 Edgewood Road
Yardley, PA 19067
Attn: Stormwater Management Credit Administrator

4. A Township representative will review the Stormwater Management Credit Application Form within 60 days of receipt of the completed form.

Attached Documents

Please refer to the "Credit Application" section of the Credit and Appeals Manual for specific information regarding required submission documents.

Please review the Township's Stormwater Management Program Credit Manual before applying

Select the Credit(s) being applied for (check applicable boxes):

<input type="checkbox"/> Peak Rate Control / Volume Control Structural Best Management Practice	<input type="checkbox"/> Education Credit
<input type="checkbox"/> Low Impact Credit	<input type="checkbox"/> Downspout Disconnection
<input type="checkbox"/> Public Participation Credit	<input type="checkbox"/> Native Tree and Shrubs
<input type="checkbox"/> Rain Barrel Rebate	<input type="checkbox"/> Stormwater Partnership Credit

Customer Information

Owner's Name: _____

Phone Number: _____ Alt. Phone Number: _____

E-mail: _____

Property Address: _____

Parcel Number: _____

Mailing Address: _____

Account Number: _____

Additional Information

If you are applying for any of the following Credits, the Township will contact you to discuss the details of the Credit after you submit page 1 of the application.

- Credits related to Best Management Practices
 - Stormwater Partnership Credit
-

Confirmation of Credit Conditions and Township Access Rights

I, (please print name) _____ agree to all conditions of the Credits I have applied for as outlined in the *Township Stormwater Management Program Credit Manual*. Additionally, I agree that Township, or its designee, may at reasonable times enter my Property to inspect the Property or condition or operation of Best Management Practices.

Signature: _____ Date: _____

FOR TOWNSHIP USE ONLY

Date Received: _____	Credit(s): <input type="checkbox"/> Granted <input type="checkbox"/> Denied
Date Reviewed: _____	% Credit to be Applied: _____
Date of Credit Expiration: _____	Reviewer: _____

ATTACHMENT B – MAINTENANCE AGREEMENT



**OPERATION AND MAINTENANCE AGREEMENT
STORMWATER FACILITIES AND BEST MANAGEMENT PRACTICES OPERATIONS
AND MAINTENANCE AGREEMENT**

See Agreement Referenced in the Township Stormwater Management Ordinance Appendix A (available online or at the Township office).

ATTACHMENT C – PRE-APPLICATION MEETING REQUEST FORM

Pre-Application Meeting Request Instructions

1. This form is provided to Stormwater Management customers who want to install a new Best Management Practice, retrofit an existing Best Management Practice to become eligible for Stormwater Management Credit, or are interested in the Stormwater Partnership Credit. Customers should review the Township's Credit Manual for eligibility requirements for Credits.
2. Please fill out all sections on the form, except for the last section marked "For Township Use Only".
3. Please mail completed form to:

Lower Makefield Township
1100 Edgewood Road
Yardley, PA 19067
Attn: Stormwater Management Credit Administrator

Please Mark All That Apply

- I want to install a new Best Management Practice
- I want to retrofit an existing Best Management Practice

- I have an idea for a project that might qualify for the Stormwater Partnership Credit
- Other: _____

Customer Information

Owner's Name: _____

Phone Number: _____ Alt. Phone Number: _____

E-mail: _____

Property Address: _____

Mailing Address: _____

Account Number: _____

Parcel ID (if known): _____

FOR TOWNSHIP USE ONLY

Date Received: _____	
Date Reviewed: _____	Reviewer: _____

ATTACHMENT D – APPEAL FORM

Appeals Instructions

1. This form is provided to customers who have reduced their Impervious Area coverage or who disagree with the Impervious Area determination by the Township for their Property.
2. Please fill out all sections on the form, except for the last section marked "For Township Use Only".
3. You may attach supporting documentation to the form. Please note that any submitted documentation will not be returned to the customer. Please mail completed form to:

Lower Makefield Township
 1100 Edgewood Road
 Yardley, PA 19067
 Attn: Stormwater Management Credit Administrator

4. A Township representative will review the Appeal Form within 60 days of receipt of the completed form.
-

Appeal Information

Impervious Area Estimate (optional): _____

Customer Information

Owner's Name: _____

Phone Number: _____ Alt. Phone Number: _____

E-mail: _____

Property Address: _____

Mailing Address: _____

Account Number: _____

Parcel ID (if known): _____

Please provide a brief description as to why this change is necessary:

Signature: _____ Date: _____

FOR TOWNSHIP USE ONLY

Date Received: _____	Appeal: <input type="checkbox"/> Granted <input type="checkbox"/> Denied
Date Reviewed: _____	Change to be Made: _____
Date of Application: _____	Reviewer: _____